

AGENDA

United Wambo Voluntary Planning Agreement Community Committee

Members	Cr Sue George Aislinn Farnon (Glencore Representative) Angela Dvrece (Community Member) David Thelander (Community Member) Emily Lambkin (Community Member) Brian Atfield (Community Member) Melinda Curtis (Executive Manager)
Attendees	Cheryl Smith, Executive Assistant
Meeting Date and Time	18 May 2023 at 1.00pm
Location	Jerrys Plains Hall

1 Welcome and Apologies

Welcome

Acknowledgement of Country by Chair

Apologies

2 Disclosure of Interests

3 Confirmation of Minutes

Minutes of the United Wambo Voluntary Planning Agreement Community Committee meeting held on 16 February 2023 3

4 Matters arising from the Minutes

5 Agenda Items

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5.3 Process Options - Communications and new projects for funding consideration 16

6 Other Business

7 Action List

8 Next Meeting

- TBA

Sue George

Chair

Present	Cr Sue George – Chair (Cr SG) Aislinn Farnon - Glencore Representative (AF) David Thelander - Community Member (DT) Brian Atfield - Community Member (BA) Melinda Curtis - Singleton Council, Executive Manager (MC)
In Attendance	Damian Morris - Singleton Council, Manager Infrastructure Services (DM) Amanda McMahon - Singleton Council, Coordinator Recreation & Facilities (AM) Mel Cope - Singleton Council, Executive Assistant
Meeting Location	Jerrys Plains School of Arts, Jerrys Plains

1 Welcome and Apologies

- Welcome
- Acknowledgement of Country by Chair
- Apologies
 - Angela Dvrece - Community Member
 - Emily Lambkin - Community Member

2 Disclosure of Interests

- Nil

3 Confirmation of Minutes

The minutes of the United Wambo Voluntary Planning Agreement Community Committee meeting held on Wednesday 26 October 2022, were confirmed.

Moved Brian Atfield **Seconded** Cr Sue George

4 Matters arising from the Minutes

- Nil

5 Agenda Items

5.2 Jerrys Plains Recreation Ground Draft Plan of Management and Master Plan

FILE:20/00460

A verbal update will be provided on the Jerrys Plains Recreation Ground Draft Plan of Management (POM) and Master Plan.

Council is expecting the final draft next week with the intention of presenting the plan to Council at the March meeting. If recommended for exhibition the plan will be sent to Crown Lands, their approval could take up to six (6) months to come back to Council, it will then go onto public exhibition.

The Playground should be completed in six (6) weeks, weather dependent.

A member raised concerns from locals regarding drainage and water, POM only talks about the site itself. The community believes if the culvert is only cleaned out, it will fail.

DM advised Council can investigate and have discussions to improve the drainage.

RMCC contract includes cleaning out the culvert. An inspection of the culvert can be undertaken, the engineering team can conduct an assessment to provide to the committee.

Action: DM and RMCC officer to conduct an inspection of the culvert and drainage at Jerrys Plains Recreation Ground, the engineering team can conduct an assessment and provide to the committee.

NOTED

5.3 Financial Report

FILE:20/00460

The Financial Report as at December, 2022 was circulated with the agenda for the Committee's information.

MC noted the amount allocated for the VPA projects officer will be discussed with Councils finance team, it is not the amount allocated.

This will include investigating the amount allocated to staffing costs for the VPA funding comparing and being consistent to the Mount Thorley approach, which is 6% for staffing and project management. A report will be provided at the next meeting.

It was asked if the expenditure of \$165,231 showing in October as spent is for the playground equipment. AM confirmed the equipment has been purchased and is ready to be installed.

NOTED

5.4 Meeting Dates, time and location

FILE:20/00460

The meeting dates, time and location of the meetings are to be considered and determined for 2023. It has been advised that Council paid \$680.00 for hall hire in 2022.

The meeting dates for 2023 will be:

**MINUTES
UNITED WAMBO VOLUNTARY PLANNING AGREEMENT
COMMUNITY COMMITTEE
THURSDAY 16 FEBRUARY 2023**

- Thursday 18 May 2023
- Thursday 21 September 2023
- Thursday 16 November 2023

All meetings will be at the Jerrys Plains Hall at 1:00pm.

NOTED

5.5 Action Table

FILE:20/00460

Meeting Date	Action	Responsible Officer	Due Date	Comment	Status
2/3/2022	MD/AF to collaborate on a handout to be produced for community night. – what is happening, what has happened. Create timeline in handout.	Myffy Doyle Aislinn Farnon	7/3/2022	completed	
2/3/2022	MD to send through Bulga village LED VMB design to committee for future consideration.	Myffy Doyle	1/6/2022	completed	
2/3/2022	AF requested for a copy of the concept plan to show at the United Wambo community night for community consultation.	Aislinn Farnon	7/3/2022	completed	
2/3/2022	AF to send Dog Leg Fence photos to Terras	Aislinn Farnon	7/3/2022	MD sent through document with photos	
2/3/2022	MI will request for Jerrys Plains village sign to be high priority for installation	Mark Ihlein	22/4/2022	Request has been made	
2/3/2022	MI to send the committee the Council adopted way finding sign design for the villages	Mark Ihlein	18/3/2022	Document sent	
2/3/2022	The committee to send through comments about the survey results to the Chair or MI by Friday, 4 March 2022.	Committee	4/3/2022	No comments made	
2/3/2022	MD to correspond with the Finance team to correct financial table of spending in the “Detailed survey of the main street of the village” row. The indicated	Myffy Doyle	1/6/2022	Complete and rectified	
1/6/22	Terras to provide final draft plan by 20/6/22	Mark Ihlein Terras Consulting	20/06/22	In progress	

**MINUTES
UNITED WAMBO VOLUNTARY PLANNING AGREEMENT
COMMUNITY COMMITTEE
THURSDAY 16 FEBRUARY 2023**

1/06/22	Update Draft Plans to be circulated to the committee for feedback within seven (7) days	Mark Ihlein	27/06/22	In progress	
1/06/22	Report minutes and draft Plan to Council meeting to recommend a 28 day public exhibition	Mark Ihlein	19/07/22	Council resolution 122/22	
1/6/22	Allocate \$30,000 from the United Wambo VPA fund for the procurement and installation of a variable message sign for the Jerrys Plains community			Council resolution 122/22	
26/10/22	Update financial plan	James Dixon	7/12/22		
	Establish if an LED VMS board for Jerrys Plains was included as one of the strategic locations as part of the grant council received	Cheryl Smith	7/12/22	Confirmed	
	Make people aware of Community drop-in sessions at Jerrys Plains Recreation Grounds on 10/11/22 and 12/11/22. Advertising in local newspapers (the Singleton Argus & Hunter River Times) and postcards delivered to residents mailboxes.	Amanda McMahon/ Briony OHara	4/11/22	Completed	
	Place sign advising the Community drop in sessions at the Servo and one outside of the Jerrys Plains Hall	Amanda McMahon/ Briony OHara	4/11/22	Completed	
	Email copy of the Community drop in sessions to the Jerrys Plains School for inclusion in their Newsletter	Amanda McMahon/ Briony OHara	4/11/22	Completed	
	Follow up the Postcards for the exhibition	Amanda McMahon/ Briony OHara	4/11/22	Completed	
	Jake advised that there is a CCC Meeting next week and he will provide a progress update on the UWVPA Committee to that meeting.	Aislinn/Jake	4/11/22		
	Provide an updated list of Committee Members on the UWVPA Committee to Jake Hawkins.	Cheryl Smith	7/12/22	Completed	
	Can we provide feedback on consultation for the planning that is being done for the recreation ground	Amanda McMahon	16/02/23	Completed	
	Can we review the mowing schedule and scope before Christmas	Mitch Moy	16/02/23	Completed	

**MINUTES
UNITED WAMBO VOLUNTARY PLANNING AGREEMENT
COMMUNITY COMMITTEE
THURSDAY 16 FEBRUARY 2023**

	Can we provide an update on Crown Roads matters in Jerrys Plains	Damian Morris	16/02/23	Completed	
	Can we provide an outline on the threatened species that exist in road reserves in Jerrys Plains	Damian Morris	16/02/23	Completed	
16/02/23	DM and RMCC officer to conduct an inspection of the culvert and drainage at Jerrys Plains Recreation Ground, the engineering team can conduct an assessment and provide to the committee	Damian Morris	18/05/23		
16/02/23	Council to provide a timeline for the process of the Jerrys Plains Recreation Ground Draft Plan of Management and Master Plan	Amanda McMahon	18/05/23		
16/02/23	MC will provide her contact details to the committee	Melinda Curtis	18/05/23		

- Mowing schedule - Levels of Service for Recreation Ground is to mow every 3 weeks, Council will have grounds mowed by 18 March 2023 for Car Boot Sale/Fair. The event can still go ahead with the playground works underway, the grounds will be usable except for the playground.
- Update provided by DM on Crown Road matters. Piribil Street was gazetted to Council on 24/06/2022. Piribil Street went to the Roads Advisory Committee for endorsement and is now a low maintained road, graded once a year for safety. Piribil Street is the road to Jerrys Plains Cemetery and is used for access to two dwellings.
- DM provided an update on the threatened species, the main portion of threatened species is at the Jerrys Plains Cemetery, a management plan was in place for 5 years, this is now complete.

NOTED

6 Other Business

- Council has been successful in securing seven (7) Variable Message Signs (VMS) through an LGA grant for Emergency Management. One VMS will be used in Jerrys Plains and placed outside the vets on Pagan Street. In an emergency Council will update with impacted roads information, evacuation warnings etc
At this stage the VMS are for Council use only, Councils Traffic Engineer is investigating using the signs for Community notices, however this would be run by Council and may require approval from Transport for NSW. A Development Application would be required.
- An issue with the newly installed signs for Jerrys Plains and Warkworth was raised, they believe the writing is too small and dull making them very difficult to read. The signs were designed and ordered following a process and installed by Infrastructure Services. The signs are located on the boundaries.

- A timeline for the process of the Jerrys Plains Recreation Ground Draft Plan of Management and Master Plan was requested. The committee was not advised of the commencement of works for the playground. MC will make sure committee is kept updated in future. Any future projects funded by the VPA committee that Infrastructure Services commences DM will advise MC. MC will provide her contact details to the committee.

Action: Council to provide a timeline for the process of the Jerrys Plains Recreation Ground Draft Plan of Management and Master Plan

Action: MC will provide her contact details to the committee.

- The issue of the potholes in the Golden Highway was raised. DM advised Council can fill a small pothole under RMCC. Any heavy patching Council is required to submit a scope of works to TfNSW for approval. TfNSW advises Council of dates no works can occur. DM will have a discussion with Councils RMCC officer.

7 Next Meeting

- Thursday 18 May 2023 at 1:00pm at Jerrys Plains Community Hall

The meeting closed at 1:33pm.

Cr Sue George
Chair

5.1. Action Table

FILE: 23/00182

Author: Executive Assistant

Executive Summary

The updated Action Table is attached for the Committee's information.

FOR INFORMATION

Attachments

AT-1 Action Table

Meeting Date	Action	Responsible Officer	Due Date	Comment	Status
2/3/2022	MD/AF to collaborate on a handout to be produced for community night. – what is happening, what has happened. Create timeline in handout.	Myffy Doyle Aislinn Farnon	7/3/2022	completed	
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2/3/2022	MI to send the committee the Council adopted way finding sign design for the villages	Mark Ihlein	18/3/2022	Document sent	
2/3/2022	The committee to send through comments about the survey results to the Chair or MI by Friday, 4 March 2022.	Committee	4/3/2022	No comments made	
2/3/2022	MD to correspond with the Finance team to correct financial table of spending in the "Detailed survey of the main	Myffy Doyle	1/6/2022	Complete and rectified	

Meeting Date	Action	Responsible Officer	Due Date	Comment	Status
	street of the village" row. The indicated				
1/6/22	Terras to provide final draft plan by 20/6/22	Mark Ihlein Terras Consulting	20/06/22	In progress	
1/06/22	Update Draft Plans to be circulated to the committee for feedback within seven (7) days	Mark Ihlein	27/06/22	In progress	
1/06/22	Report minutes and draft Plan to Council meeting to recommend a 28 day public exhibition	Mark Ihlein	19/07/22	Council resolution 122/22	
1/6/22	Allocate \$30,000 from the United Wambo VPA fund for the procurement and installation of a variable message sign for the Jerrys Plains community			Council resolution 122/22	
26/10/22	Update financial plan	James Dixon	7/12/22		
	Establish if an LED VMS board for Jerrys Plains was included as one the strategic locations as part of the grant council received	Cheryl Smith	7/12/22	Confirmed	
	Make people aware of Community drop-in sessions at Jerrys Plains Recreation Grounds on 10/11/22 and 12/11/22. Advertising in local	Amanda McMahon/ Briony OHara	4/11/22	Completed	

Meeting Date	Action	Responsible Officer	Due Date	Comment	Status
	newspapers (the Singleton Argus & Hunter River Times) and postcards delivered to residents mailboxes.				
	Place sign advising the Community drop in sessions at the Servo and one outside of the Jerrys Plains Hall	Amanda McMahon/ Briony OHara	4/11/22	Completed	
	Email copy of the Community drop in sessions to the Jerrys Plains School for inclusion in their Newsletter	Amanda McMahon/ Briony OHara	4/11/22	Completed	
	Follow up the Postcards for the exhibition	Amanda McMahon/ Briony OHara	4/11/22	Completed	
	Jake advised that there is a CCC Meeting next week and he will provide a progress update on the UWVPA Committee to that meeting.	Aislinn/Jake	4/11/22		
	Provide an updated list of Committee Members on the UWVPA Committee to Jake Hawkins.	Cheryl Smith	7/12/22	Completed	
	Can we provide feedback on consultation for the planning that is being done for the recreation ground	Amanda McMahon		Completed	
	Can we review the mowing schedule and scope before Christmas	Mitch Moy		Completed	

Meeting Date	Action	Responsible Officer	Due Date	Comment	Status
	Can we provide an update on Crown Roads matters in Jerrys Plains	Damian Morris		Completed	
	Can we provide an outline on the threatened species that exist in road reserves in Jerrys Plains	Damian Morris		Completed	
16/2/23	DM and RMCC officer to conduct an inspection of the culvert and drainage at Jerrys Plains Recreation Ground, the engineering team can conduct an assessment and provide update to the committee	Damian Morris	18/5/23	Council officers inspected the culvert that transverses under the Golden Highway from the Jerrys Plains Recreational Ground and found that whilst there is some minor debris (vegetation) the culvert is functioning at full capacity. Council have undertaken maintenance works around the culvert to remove the current debris. A request will be made to Transport for NSW (TfNSW) requesting that the culvert be reviewed with the possibility of increasing the current capacity of the culvert however it will be unlikely that this request will have a high priority within the TfNSW network thus works may not be approved.	
	Council to provide a timeline for the process of the Jerrys Plains Recreation Ground Draft Plan of Management and Master Plan	Amanda McMahon	18/5/23	The PoM will be submitted to Council on 18/4/23 and if endorsed will be forwarded to the NSW DPIE for approval to exhibit. It is anticipated that this process will take 6 – 18 months. Once approval has been received from DPIE the PoM will be publicly exhibited – process will take 3 – 4 months. Provided that there are only minimal changes, the PoM will then be reported back to Council for adoption.	
	Jerrys Plains Playground Update	Damian Morris	18/5/23	The Jerrys Plains Playground construction is about 95% complete and has been delayed due to wet weather. Weather allowing the softfall and concrete to be completed by 12/5. Landscaping to be completed by 19/5. Independent Playground inspection scheduled for 19/5. Pending outcome of external inspection playground will be opened by 31/5.	
	Contact Details for the Executive Manager	Executive Assistant	18/5/23	Contact Details for the Executive Manager were forwarded to the Committee on 9/3/23	

5.2. Financial Report

FILE: 23/00182

Author: Executive Assistant

Executive Summary

Attached for the Committee's information is the Financial Report as at 30 April, 2023. This reflects the corrected allocated funding of 6% to the VPA Projects Officer, as discussed at the last meeting consistent with MTW VPA.

FOR INFORMATION

Attachments

AT-1 United Wambo VPA Report 30 April 2023

VPA : United Wambo VPA
As at 30/04/2023

	Allocated Funding	2020/21	2021/2022	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	2022/2023	Actuals	Balance of Allocated Funding Remaining
		\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	
Jerry's Plains Projects																
Opening Balance		-	1,325,000.00	1,265,378.32	1,254,033.32	1,253,453.54	1,253,453.54	1,088,221.63	1,088,221.63	1,082,071.63	1,082,071.63	1,081,643.76	1,081,643.76	1,265,378.32		
INCOME																
Contribution		1,325,000.00	-	-	-	-	-	-	-	-	-	-	-	-	1,325,000.00	
TOTAL INCOME	\$ 1,325,000.00	1,325,000.00	-	-	-	-	-	-	-	-	-	-	-	-	1,325,000.00	
EXPENDITURE (incl. commitments)																
Jerry's Plains Projects																
Landscaping Design Project	\$ 50,000.00		6,190.00	11,345.00	-	-	-	-	6,150.00	-	-	-	-	-	17,495.00	23,685.00
Jerry's Plains Recreation Ground Upgrade	\$ 180,000.00		-	-	579.78	-	165,231.91	-	-	-	347.87	-	945.00	167,104.56	167,104.56	26,315.00
Detailed survey of main street of the village	\$ 30,000.00		29,550.01	-	-	-	-	-	-	-	-	-	-	-	29,550.01	12,895.44
Subtotal Jerry's Plains Projects	\$ 260,000.00		35,740.01	11,345.00	579.78	-	165,231.91	-	6,150.00	-	347.87	-	945.00	184,599.56	220,339.57	449.99
Local Projects around Warkworth and Jerry's Plains																
Subtotal Local Projects around Warkworth and Jerry's Plains	\$ -		-	-	-	-	-	-	-	-	-	-	-	-	-	
Other																
VPA Projects Officer and Program Management	\$ 79,500.00		23,201.67	-	-	-	-	-	-	-	-	-	-	-	23,201.67	56,298.33
Committee Management Funding	\$ 5,000.00		680.00	-	-	-	-	-	-	-	80.00	-	-	80.00	760.00	4,240.00
Subtotal Other	\$ 84,500.00		23,881.67	-	-	-	-	-	-	-	80.00	-	-	80.00	23,961.67	
TOTAL EXPENDITURE	\$ 344,500.00		59,621.68	11,345.00	579.78	-	165,231.91	-	6,150.00	-	427.87	-	945.00	184,679.56	244,301.24	
TOTAL		1,325,000.00	(59,621.68)	(11,345.00)	(579.78)	-	(165,231.91)	-	(6,150.00)	-	(427.87)	-	(945.00)	(184,679.56)	1,080,698.76	

Notes :

\$ = total actuals plus commitments

At the time of preparing this report, April month end was not yet complete.

Reconciliation :

Total Income Expected	\$ 1,325,000.00
Total Income received to date	\$ 1,325,000.00
Total Allocated VPA Funding (TBC)	\$ 344,500.00
Total Expenditure Paid to Date	\$ 244,301.24
Total uncommitted received funds (TBC)	\$ 880,500.00

5.3. Process Options - Communications and new projects for funding consideration
Author: Executive Assistant

FILE: 23/00182

Executive Summary

Mel Curtis will give an overview of options for:

- discussion for process for new projects for funding and consideration
- communications and website

FOR INFORMATION

Attachments

There are no attachments for this report.